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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Offender Rehabilitation/Systems and Development Section 800 Peachtree Street, N. E. Rm. 666 Atlanta, Georgia 30308	Application Number 78-75	
Application Number		Date Received MAR 31 1978	Date Completed APR 11 1978
2. Person to Contact Tim Carr		Working Title Chief of Statistics	Telephone Number 894-5206
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 7-1-71 Present		5. Records Series Title (followed by title used in office; if different) REHABILITATION, POPULATION AND DEMOGRAPHIC HISTORICAL STATISTICS COMPUTER REPORTS FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The SA The Systems and Development Section is responsible for reviewing, designing and implementing Departmental Operational and Administrative Systems which are practical, timely, flexible, dynamic and cost-effective. Systems may use manual, mechanical or computer methods. Systems must provide means for evaluating, monitoring and researching the Operations or Programs of the Department and must comply with Federal and State Laws and Regulations. Statistical data must be provided to Department, Federal, State, County or Municipal Governments or authorized private Sector Organizations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: summarizing statistics on inmates, probationers and parolees taken from Inmate Data Base and Probation/Parole Inventory System. Included are: Operational Computer Reports, including Demographic Reports containing socioeconomic, environmental and other personal information on the prison population; Population Reports summarizing counts of inmates, departures, and admission at various institutions at various points in time, and including name, crime, sentence, race and sex and other related information; and Rehabilitation Reports listing participants in various rehabilitation programs. Reports contain monthly summary pages at end of each institutional run, and summary pages for entire June 30 statistics. Also included in series may be special (Ad Hoc) reports prepared in response to special requests. File is arranged: in printout binders by date of completion.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? continually			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 5000 sheets per year			

YES	NO	10. Questionnaire (Place an "X" in the proper column)												
X		a. Is this the official copy of the series? If not, where is it?												
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Security and Privacy Act of 1975</u>												
	X	c. Is this a vital record?												
X		d. Does this series have historical or long term research value?												
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?												
X		f. Is the information contained in this series ever published? If yes, attach copy. <u>Dept., Annual Reports</u>												
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Department Annual Report</u>												
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Inmate Administration and Institutions</u>												
X		i. Is this series (or a major portion of it) regularly microfilmed? <u>COM produced at time of run</u>												
X		j. Does the record series result in a computer printout? <u>These records are computer printouts</u>												
11. Retention Requirements The following requires the series to be kept: <table style="width:100%; margin-top: 10px;"> <tr> <td>a. State Law</td> <td>_____ years.</td> <td>d. Audit period</td> <td>_____ years.</td> </tr> <tr> <td>b. Statute of limitation</td> <td>_____ years.</td> <td>e. Administrative need</td> <td><u>5</u> years.</td> </tr> <tr> <td>c. Federal law</td> <td>_____ years.</td> <td>f. Federal retention instructions</td> <td>_____ years.</td> </tr> </table> <p>Attach copy or excerpt of laws or regulations. Explain administrative need.</p>			a. State Law	_____ years.	d. Audit period	_____ years.	b. Statute of limitation	_____ years.	e. Administrative need	<u>5</u> years.	c. Federal law	_____ years.	f. Federal retention instructions	_____ years.
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c. Federal law	_____ years.	f. Federal retention instructions	_____ years.											
12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: <p><u>Paper Copy:</u> <input checked="" type="checkbox"/> Calendar Year; <input type="checkbox"/> Fiscal Year; <input type="checkbox"/> Other _____ then,</p> <p> <input type="checkbox"/> Hold in the current files area _____ month(s) _____ year(s); then <input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then <input type="checkbox"/> Transfer to State Records Center; hold _____ year(s); then <input checked="" type="checkbox"/> Destroy. <input type="checkbox"/> Transfer to State Archives for permanent retention. <input type="checkbox"/> Other (Specify) _____ </p> <p><u>Security COM Copy:</u> Retire to State Archives for Security retention.</p> <p><u>Reference COM Copy:</u> Hold in CFA 5 years; then destroy.</p> <p>These instructions apply to all prior and future accumulations of the series.</p>														
Agency Head/Designee (Signature) 		Date <u>3/23/78</u>	Records Management Officer (Signature) 		Date <u>3/23/78</u>									
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)		Date										
		State Auditor/Designee 		<u>4-7-78</u>										
		Secretary of State/Designee 		<u>4-7-78</u>										
		Attorney General/Designee 		<u>4-11-78</u>										